

# THE LIST

## Part B Compliance: **SEPTEMBER 2015**

- ☐ The **ANNUAL DETERMINATION LETTER** showing the overall rating for the special education program in your LEA was sent this past week. This determination was made using a rubric of both compliance and accountability measures to rate your district's special education program as "meets requirements" or "needs assistance." Over 99% of Missouri LEAs fell into the "meets requirements" category! The Office of Special Education Programs (OSEP) similarly rates each state's special education program each year. Missouri was rated as "meets requirements" along with 22 other states/territories as compared to 31 states/territories rated as "needs assistance" and 3 states/territories rated as "needs intervention".
- ☐ Begin planning for the **ANNUAL PRIVATE/PAROCHIAL/HOMESCHOOL PLANNING MEETING FOR PROPORTIONATE SHARE** decisions regarding how to spend proportionate share funds for services to students with disabilities not enrolled in the LEA. Remember this meeting must provide for timely and meaningful consultation with appropriate representatives from private and parochial schools as well as parents of homeschooled students in your LEA. Written affirmation signed by these representatives must be obtained.
- ☐ **ANNUAL PUBLIC AWARENESS ACTIVITIES** must be conducted prior to November 1. These include four separate methods: 1) either a radio or TV announcement, 2) either a newspaper notice or LEA website posting of the notice, 3) patron notification through a newsletter, student handbook, or flyers, and 4) posters or notices located in all administrative offices.
- ☐ **FINAL EXPENDITURE REPORT (FER)** for Part B is due September 30, 2015.
- ☐ Staff assignments and caseload information must be reported in **CORE DATA** during the October 15 cycle. It is extremely important to be sure that this information is an accurate reflection of teaching assignments and caseloads as this data informs highly qualified teacher status and is used for planning purposes at the state level. If you have questions, please refer to guidance and resources under "Educator Course and Assignment" at the following link: <http://dese.mo.gov/data-system-management/special-education-data/data-collections>
- ☐ Be sure to **UPDATE SPED CONTACT INFORMATION** in Core Data as well – this is who the Department sends all pertinent special education correspondence to via email.
- ☐ Be watching SELS messages for information about the release of the **SPECIAL EDUCATION PROFILE**. In the past, this has been a pdf document located in the Data Portal; however, with new technology, there will be changes in how to generate this report and the SELS message will provide all of the details.
- ☐ Begin planning for **MAP-A** training for staff, enrollment of identified students, and administration of the Dynamic Learning Maps (DLM). The following link has resources as well as a calendar of the testing windows dates: <http://dese.mo.gov/college-career-readiness/assessment/map-a> The DLM is the state-wide alternate assessment for English language arts, mathematics, and science for grades 3-8 and grade 11. Participation in the MAP-A is documented on Form D (State-wide Assessments) of the model IEP. Because the DLM is not used for state-wide accountability in grades 9, 10, and 12, Form E (District-wide Assessments) would be used to document participation in the assessment if the district requires participation in the DLM at those grade levels and includes the DLM in the district assessment plan.

☐ Look over your procedures and practices related to **REFERRALS**. Remember the first step in the process is to consider the referral for a special education evaluation and make a decision regarding whether or not a disability is suspected. If a disability is not suspected, provide the parent with a Notice of Action refused; if a disability is suspected, proceed to the first step in the evaluation process by conducting a Review of Existing Data (RED) and then follow the evaluation process to its conclusion. Whenever a RED is conducted for an initial evaluation, the only way to conclude the evaluation process is to provide the parent an Evaluation Report and a Notice of Action.

☐ Plan to attend the **MO-CASE FALL CONFERENCE** on September 27-29. This is great professional development and an opportunity to network with your special education professional peers. *The Compliance Top 10* will be presented on Tuesday morning if you want to learn about the trends and hot topics from 2014-15 school year.

☐ **THE LOCAL COMPLIANCE PLAN** for every LEA must be updated to match the Revised Missouri State Plan for Special Education. Note that local decisions must be made regarding whether to use the YCDD eligibility category for children ages 3-5 and how to provide materials in accessible formats. The Local Compliance Plan must be approved by the LEA's board and the Certification Statement submitted to the Department no later than 10/1/15. To date, 56% of LEAs had submitted their Certification Statement. Contact Sandy Kliethermes at 573-751-3520 for questions and refer to the guidance at: <http://dese.mo.gov/special-education/compliance/local-compliance-plan>

☐ **SPEECH IMPLEMENTER APPLICATIONS FOR APPROVAL** must be submitted and approved prior to the provision of services using this model. To date, 159 speech implementer applications have been received and 88% of those have been approved. Not providing evidence of recruitment efforts to hire an SLP or SLP-A were the most common reasons for not approving an application. Refer to the webinar and webpage guidance at: <http://dese.mo.gov/special-education/compliance/speech-implementer> or contact Sandy Kliethermes at 573-751-3520 for questions.

☐ There were 366 students assigned an **EDUCATIONAL SURROGATE** at the beginning of this school year. LEAs are responsible for determining the need for an educational surrogate for students with IEPs as well as assisting in the recruitment of qualified individuals to serve as educational surrogates. In order to assist LEAs to meet these requirements, the Department has developed two resources. The first is a flowchart to guide LEAs in making the determination for the need of an educational surrogate for a student with an IEP. The second is an online training to make it easier for persons interested in serving as an educational surrogate to receive training and become credentialed. Both resources can be found at <http://dese.mo.gov/special-education/compliance/educational-surrogate>. Questions regarding educational surrogates should be directed to Sandy Kliethermes at 573-751-3520.

☐ The Missouri Virtual Instruction Program (**MoVIP**) is currently accepting applications for students who are medically fragile. If your LEA has a student that is homebound for a medical reason such as anxiety, depression, sickle cell anemia, diabetes, etc., that student can take up to six credits per semester through MoVIP at no cost to the LEA. The cost of MoVIP for medically fragile students is covered by 2015-16 year fiscal year appropriations rather than local funds. As a reminder, students enrolled in MoVIP are taught by a certificated teacher for each course and district personnel are not required to make home visits for MoVIP students. For more information please visit <http://movip.org/medically-fragile-students.html>

☐ **COHORT 2** LEAs should be registering for Self-Assessment Training in October.

☐ **COHORT 1** LEAs will be receiving their Special Education Program Review Report the week of September 21st with the results of their Self-assessment and Desk Review as well as notification of those LEAs selected for onsite reviews. Don't confuse this with the Annual Determination Letter! A recorded webinar describing the corrective action plan (CAP) process will be posted and a live Q&A webinar is scheduled for Monday, October 5, 2015 beginning at 10:00 a.m.

☐ **COHORT 3** LEAs should be planning for professional development to maintain compliance and improve outcomes for students with disabilities. TOPs Training and use of CuttingEdj for self-monitoring is strongly encouraged!